

MIMP ANNUAL STATUS REPORT

I. Introduction

- A. North Seattle Community College
- B. Period Covered: July 1, 2001 to June 30, 2002
- C. Contact Information
 - 1. Wally Fosmore
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 - 3. Phone: (206) 528-4595
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 - 5. E-mail: wfosmore@sccd.ctc.edu
- D. Master Plan Approved by the Seattle City Council: January 9, 1995

II. Progress in Meeting Master Plan Conditions

- A. The North Seattle Community College Master Plan was required by the City of Seattle Major Institution Policies and by the changes in the College's growth goals.

There were no significant construction projects or changes to the campus during the current reporting period. There was some minor remodeling in several areas of the campus but none of these projects were large enough to warrant detailed reporting document.

As in previous master plan reports, the construction of an outdoor athletic field as shown in the Master Plan at the south end of the campus has been delayed indefinitely due to the lack of construction funding. The College has recently been approached by a local Soccer Club to explore the possibility of a joint venture project but it is not known whether this conversation will result in field development.

- B. Below are the list of reproduced conditions of the approved North Seattle Community College Master Plan. The statements about the progress toward compliance of these conditions are in italic font.

General Conditions: NSCC and/or the responsible party shall:

- 1. Master Plan: Modify the Master Plan as follows:
 - a. Revise and supplement the TMP: Structure the rate for transit subsidies and SOV parking such that the monthly and quarterly costs to commute by

transit is less than the cost to park an SOV on campus, and add a shuttle to the Northgate Transit Center as a discretionary component.

Complete compliance. (See attached TMP Report).

- b. Include public access to facilities that benefit the neighborhood, and identify public service aspects of the Institution's physical plan and programs.

Complete compliance. The college has long provided low cost or no cost access to public meeting spaces on campus. (For example, the Licton Springs Community Council meets monthly at no charge in one of the college meeting rooms). The cafeteria/dining room and the PE/Wellness Center are also available to the general public at competitive rates. The open spaces and restored wetland areas at the north end of the campus are also used regularly by pedestrians from the neighborhood.

Prior to Issuance of a Master Use Permit: NSCC and/or the responsible party shall:

2. Consistency with Northgate Plan: Demonstrate that the site plan as well as proposed new and reconfigured parking lots on the campus include pedestrian connections that are consistent with Policy 8 of the Northgate Plan, and that new parking lots and pedestrian connections follow landscaping and other standards consistent with Policy 9 of the Plan.

Complete compliance. No parking modifications or improvements have been made during this reporting period.

3. Drainage and Water Quality:

Demonstrate the following to the satisfaction of SED:

- a. New development on the campus shall not result in an increased rate of flow out of the surge pond.

*No changes to the drainage system during this reporting period.
Complete compliance*

- b. Flood storage replacement shall not result in a reduction of flood storage volume or an increased rate of flow out of the surge pond.

Complete compliance

- c. Permanent water quality control in the form of oil/water separators, biofiltration swales and/or other shall be provided for the athletic field as well as for reconfigured and new parking lots to prevent contamination of the wetlands by pesticides, herbicides, fertilizers, oil, grease, and other contaminants.

Complete compliance

4. Traffic:

Demonstrate the following to the satisfaction of SED:

- a. Prior to issuance of a Master Use Permit for construction of the proposed access, submit engineered plans to SED for construction of the proposed approach and exit lanes on North 92nd Street. The approach and exit lanes must be constructed prior to opening the new access road to traffic.

Complete compliance. This project was substantially complete in January of 1999. The city has since re-paved 92nd street making improvements to the previous "high crown" of that roadway as well as improving the drainage characteristics near Burke Avenue. No additional improvements during this reporting period.

- b. Post signs at the College Way North entrances to the vacated North 95th and North 100th Streets, which indicate that these are private roads. Label traffic signs along these vacated streets as college-owned and maintained. Include a College telephone number on the back of these signs to call for maintenance and repair.

Complete compliance. Signs are posted to indicate that the vacated North 95th and North 100th Streets are private roads and parking permits are now required for parking on North 100th. Parking is not allowed on North 95th.

- 5. Critical Areas: Indicate buffer areas, wetland markers, and suitable native plantings around wetlands.

Complete compliance

Prior to Issuance of a Building or Grading Permit:

NSCC and/or the responsible party shall:

6. Design for Crime Prevention: Work with the Police Department to incorporate Crime Prevention through Environmental Design techniques into the design of the multipurpose building and each new or reconfigured parking lot.

Complete compliance. During the Phase II Mitigation project, the North and East Parking lots had lighting significantly increased and several panic phones were also installed. The college Security Manager is in frequent contact with the Seattle Police Department North Precinct to discuss mutual public safety and crime concerns. This relationship continues to develop over time.

7. Recycling: Indicate recycling areas for bottles, cans, paper and plastic on plans for the multipurpose building. Signs shall be posted to indicate availability of the recycling area to visitors and employees. Recycling areas shall be located to minimize adverse visual impact, noise and odors. Location of each recycling area and sign wording and location shall be subject to review by DCLU.

The college has for many years been a leader in implementing campus recycling programs. These efforts resulted in diverting over 149,000 lbs. of various materials from the waste stream during this reporting period.

8. Light: Indicate the location, direction and intensity of proposed exterior lighting. Lights in parking lots or the play-field, which are near residential uses, shall be screened to prevent light spill onto adjoining residential property. Dense plantings of evergreen shrubs shall be used for natural screening whenever possible.

Complete compliance

9. Energy: Coordinate with City Light on changes or expansions to electrical service to facilitate development of infrastructure to meet demand. NSCC shall coordinate with the Customer Service Division as plans for construction are developed.

Complete compliance. The college has taken advantage of several energy conservation programs on various projects through the years. During this reporting period, the College replaced all of the original air handler motors and controls with premium

efficiency units and variable frequency drives. Since installation, the electrical energy savings have ranged between 11% and 18% per month (kWh savings not weather corrected).

10. Earth: Provide construction transportation plans to DCLU, which identify construction truck route for each proposed phase. If necessary, the College or contractor shall provide personnel (e.g., flaggers) to direct traffic.

Complete compliance (No projects requiring flaggers were undertaken during this reporting period).

During Construction:

NSCC and/or the responsible party shall:

11. Parking: Designate an on-site parking area for construction personnel and equipment. This area shall not be part of the required parking for students, faculty or staff. If such a location is not available, an off-site parking area, not required for another use, shall be designated. If off-site parking is utilized, a bus or van shall be used to transport workers to and from the construction site.

Complete compliance. Construction companies are required to park in designated areas. The locations and numbers of permits are monitored by the Safety and Security Department.

12. Noise: Limit the hours of construction on Areas A-E and construction of the athletic field to non-holiday weekdays between 7:30 a.m. and 6:00 p.m. This limitation is subject to minor revisions at the discretion of the Department of Construction and Land Use (DCLU) to allow work of an emergency nature; work requiring obstruction of street rights-of-way; minor, usually interior work of low noise impact; and landscaping activity, which does not require use of heavy equipment (e.g., planting).

Construction noise and vibration impacts shall be minimized by: using the piling placement method which generates the least amount of noise (such as auger cast pilings); notifying neighbors prior to initiation of pile driving activities; requiring contractors to minimize construction noise and vibration impacts by shielding; muffling or providing acoustical screens for particularly noisy equipment; avoiding periods of excessive idling; locating equipment away from sensitive receivers such as residential uses; scheduling particularly noisy operations to avoid conflicts; assembling building components off-site to the greatest extent possible; identifying a 24-hour contact person to receive noise complaints; and coordinating construction mitigation.

Complete compliance

13. Air Quality: To reduce air quality impacts during construction, the newest equipment available shall be used, construction equipment shall be kept in good working condition; and long periods of construction equipment idling be avoided.

Complete compliance

14. Public Services: To reduce the amount of solid waste generated by each project, NSCC shall salvage, re-use on site and recycle excavated and graded material whenever possible.

Complete compliance

15. Critical Areas: Install temporary buffers prior to the beginning of construction, and maintained these buffers throughout the construction phase.

Complete compliance

16. Water Quality: Properly maintain temporary sedimentation collection facilities.

Complete compliance

Prior to Occupancy: NSCC and/or the responsible party shall:

17. Critical Areas: Install permanent Critical Area markers and install suitable native plantings.

Complete compliance.

For the Life of the Project:

NSCC and/or the responsible party shall:

18. Monitoring: On the anniversary of the adoption of the Master Plan or the fiscal year end (at the choice of NSCC) submit annual reports to DCLU and SED. This shall be done to facilitate monitoring of the Master Plan.

The annual report shall give basic information on building inventory changes, projects pending and completed, Master Plan Objectives achieved, conditions met, revisions, and other information as appropriate to the monitoring of the progress of the Master Plan.

The annual report shall also include a TMP progress report, as specified in Implementation Guideline 6.1.E of the Northgate Plan. The Progress report shall address each element listed in the Northgate Plan.

NSCC is complying with this requirement. The pending projects in next years reporting period are as follows: Minor Remodel of the Childcare Building (including an improvement of the existing playground areas and an additional separate play area that will be more age appropriate for the children served). A major renovation of the Arts and Sciences Building is expected to be funded and constructed in the 2003/04 fiscal year. No changes are expected to be made to the building envelope. It is also expected that a temporary modular building will be installed at the basketball court location to temporarily accommodate classroom laboratory functions. The college also expects to be leasing classroom space for the duration of the A&S renovation from the Seattle School District at the Wilson Pacific School site.

19. Critical Areas: Maintain required buffers around the critical areas.

NSCC is complying with this requirement.

III. Major Institution Development Activity Initiated or Under Construction (Non-Leased Activity) Within the MIO Boundary During the Reporting Period.

A. List & Describe Development Activity Initiated or Under Construction (Non-Leased Activity)

No significant development activity was undertaken during this reporting period. See section 18 (above) for the anticipated projects to be undertaken in the next reporting period.

B. Major Institution Leasing Activity to Non-Major Institution Uses.

1. For the 1999-2000 Report, Non-Major Institution Leasing Activity existing on June 30, 2000

The College continues to lease a cellular telephone antenna at the southeast corner of the campus.

2. Non-Major Institution Leasing Activity during the Reporting Period.

See cellular telephone tower project description above.

IV. Major Institution Development Activity Outside but within 2,500 Feet of the MIO District Boundary

A. For the 2000-2001 Report, Land and Building Ownership and Leasing Activity existing on June 30, 2000

None

B. Land and Building Acquisition during the Reporting Period

None

C. Leasing Activity during the Reporting Period

None

V. Progress in Meeting Transportation Management Program (TMP) Goals and Objectives

A. General Overview of Progress Made in Achieving the Goals and Objectives Contained in the TMP.

Please see the attached TMP annual report and program description for additional details:

B. Compliance with TMP Goals and Objectives

1. To reduce the percentage of employees and students at NSCC who commute to and from campus by SOV

See attached TMP report for details.

2. The goals of the NSCC Transportation Management Plan is to provide adequate on-campus parking, lessen impact of off-campus parking, improve utilization of public transit systems and provide incentives for carpooling, bicycling and alternate modes of transportation.

Partial compliance, there are still a number of students, staff and faculty members who choose to park their cars on the residential neighborhood streets, despite the availability of parking spaces on campus. NSCC has worked with both the City Staff and the Licton Springs Community Council on this issue. As a result of these community concerns, the college has participated in the design of and has funded the implementation of a residential parking zone in the neighborhood immediately west of the college.

The implementation of the RPZ has provided some relief to the neighborhood by reducing pressure on the local parking supply. This has resulted in a slight increase in on campus parking of all types. It is believed that the majority of the students and employees will continue to commute by automobile because of the limited bus routes serving the college. However, if and when a light rail connection is made to the Northgate Transit Center AND a pedestrian under or over pass is completed allowing easier access to that facility, public transit ridership could be expected to increase significantly.

Major Institution Annual Status Report – Reporting Period 01/02

North Seattle Community College

Development Activity Within the Major Institution Overlay Boundary

New Non-Leased Activity During 2002/2002

[illegible]**Total Square Footage:**

Major Institution Annual Status Report – Reporting Period 01/02

North Seattle Community College

Development Activity Within the Major Institution Overlay Boundary

New Leasing Activity to Non-Major Institution Uses During 01/02

[illegible]

Total Gross Square Footage:

Major Institution Annual Status Report – Reporting Period 01/02

North Seattle Community College

Development Activity Outside but Within 2,500 Feet of the Major Institution Overlay Boundary

New Land and Building Acquisition During 2001/2002

[illegible]

Total Gross Square Footage:

Major Institution Annual Status Report – Reporting Period 01/02

North Seattle Community College

Development Activity Outside but Within 2,500 Feet of the Major Institution Overlay Boundary

New Leasing Activity During 2001/2002

[illegible]

Total Gross Square Footage:

wf
a:nsc-annrpt01/02
04/02/03

Employer/TMP Annual Report & Program Description



Washington State's Commute Trip Reduction (CTR) law requires employers to implement programs that encourage alternatives to drive-alone commuting to their worksites. Reducing commute trips is expected to help improve air quality, reduce traffic congestion, and decrease the use of petroleum fuels.

Employers affected by the CTR law must submit an *Employer Annual Report & Program Description* form for each affected worksite. The information is used by your jurisdiction and the Washington State Department of Transportation (WSDOT) to help employers develop and maintain effective CTR programs.

Please complete the following report as carefully and completely as you can. Specific instructions are included in sections requiring detailed answers. If you would like to provide more information about your CTR program, attach additional pages with your comments. If, after filing the report for this reporting period, your organization is unable to completely implement its CTR program, contact your local jurisdiction to amend your program. If you have any questions on how to fill out this form, please call the CTR representative in your local jurisdiction.

Worksite Description:

Program Year: (for jurisdiction use only)

North Seattle Community College

2 organization name

9600 College Way North

4 worksite address

Seattle

5 city

1 worksite CTR ID number (if known)

North Campus

3 worksite/branch

Washington

6 state

98103

7 zip code

8 mailing address (if different from above)

8 A. Building/campus name

8 B. Owner/developer/property manager: State of Washington

8 C. Official address (if different from site)

9 Is this employer required to submit a CTR program report to more than one jurisdiction? ☒ yes (which?) Seattle ☐ no

10 What is the primary business at this worksite? ☐ agriculture, forestry, fishing, mining ☐ professional services ☐ health care ☐ transportation ☐ finance, insurance, real estate ☐ retail/trade ☐ public utilities ☐ government ☐ info. services/software/technical ☐ manufacturing ☐ construction ☒ other education

11 Is this employer a non-profit organization? ☒ yes ☐ no

Jeff Caldwell

12 ETC name

Manager, Safety and Security

13 title

206-527-3646

14 phone

Jcaldwel@sccd.ctc.edu

16 e-mail address

206-527-3652

17 fax

15 ETC mailing address (if different from above)

Jeff Caldwell

18 program manager name

19 title

20 phone

21 program manager address (if different from above) _____ 22 e-mail address _____ 23 fax _____

23 A. Building Transportation Coordinator (BTC) name (if different from ETC) _____

23 B. BTC Address/zip (if different than site) _____

23 C. BTC phone number _____ BTC fax number: _____

23 D. BTC e-mail address _____

Worksite Name: _____ ID Number: _____

Employee Information:

24 Total number of employees: 628

If site is a school:

24 A Total number of employees: 628 24 B Average number of students: 8000 per year 24 C Total number of Staff: 628

24 D If eligible, how many employees are TMP exempt: 226

25 Total number of full-time employees: 242 26 Total number of CTR-affected employees: 242

27 Is your CTR program offered to all employees? ☐ yes ☒ no

28 Is your CTR program subject to collective bargaining? ☒ yes ☐ no ☐ don't know

29 Does this worksite have multiple shifts? ☒ yes ☐ no

If yes, describe: Custodial work 10 pm – 6 am, security work various shifts from 5 AM – 11:30 PM. Admin support work various shifts

30 Are any employees regularly scheduled to work at other worksites operated by this employer? ☒ yes #1 ☐ no

31 Are any employees required to use a personal vehicle as a condition of employment? ☐ yes # ☒ no

32 Are any employees regularly on call? ☒ yes #5 ☐ no

33 Use this space if you want to add additional employee information:

Worksite Characteristics:

34 Does your organization own or lease this worksite? ☒ own ☐ lease ☐ own part/lease part

35 Are there any other employers located within ¼ mile (3 blocks) of this worksite? ☒ yes ☐ no

36 Is this worksite located in an industrial or business park? ☐ yes ☒ no

Are any of the following facilities located onsite or within ¼ mile of this worksite and accessible to employees?

	No	¼ mile (3 blocks)	Onsite
37 Bus stop(s) (list route #s):	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

38	Ferry terminal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39	Bike trail or lane	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
40	Sidewalks or pedestrian trails (if yes, do they lead to this worksite? <input type="checkbox"/> yes <input type="checkbox"/> no)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
41	Restaurants/cafeteria	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
42	Shopping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
43	Cash machine/bank	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
44	Child care	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
45	Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

46 Is your worksite subject to: ☐ State Environmental Policy Act (SEPA) ☒ other transportation mitigation requirements

Explain: City of Seattle transportation requirements related to our Major Institution Master Use Plan

Worksite Name: _____ ID Number: _____

Worksite Parking Information:

Parking costs include items such as leasing costs, security, maintenance and signage.

Answer Questions 47 through 53 for your company's employees.

- 47 How many parking spaces does this worksite have available for employee use?
- 48 Does your organization lease parking for employees? If yes, how many spaces?
- 49 Is the amount of leased parking a separate item on your building lease?
- 50 How much does your organization pay per month per leased parking space (estimated)?
- 51 Does your organization own parking for employees? If yes, how many spaces?
- 52 Do you charge your employees for parking?
- 53 How much do your employees pay on average, per month for an employer-provided parking space (optional)?

Onsite	Offsite
#1600	#0
<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
#	#
<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
\$	\$
X yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
# 1600	#
X yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
\$ 24	\$

Answer Questions 53A through 53O for your building/campus

- 53A. Average number of monthly single-occupant vehicle permits issued:
- 53B. Total parking stalls provided:
- 53C. Number of Carpool stalls provided:

Onsite	Remote or Satellite
# 200	#
# 1600	# 0
# 134	# 0

53D. Number of Vanpool stalls provided:

# As needed	# 0
-------------	-----

53E. Number of Short-term Parking stalls provided:

# 44 to visitors only	# 0
-----------------------	-----

53F. Number of disabled parking stalls provided:

# 32	# 0
------	-----

53G. Average # of carpool permits issued each month:

# 15	# 0
------	-----

53H. Average # of carpool participants each month who work in your building/campus:

# 30	# 0
------	-----

53I. Average # of vanpool participants each month who work in your building/campus:

# 1	#
-----	---

53J. Average # of vanpool permits issued each month:

# 1	#
-----	---

53K. Lowest monthly parking rate charged to any tenant:

\$ No tenants

53L. Monthly Single-Occupant Vehicle Rate:

\$ varies depending on number of hours worked per day \$24 - \$110

53M. Monthly Carpool Rate:

\$ 12

53N. Monthly Vanpool Rate:

\$ One pays \$86 but gets \$58 in subsidies

53O. Other Relevant Parking Rates:

\$ Students pay per credit ranging from \$12 - \$54 per quarter

Worksite Name: _____ ID Number: _____

Non-Employer Provided Parking:

Non-employer provided parking includes on-street parking, free or paid municipal lots, or commercial lots.

54 Is parking other than that provided by the employer available within 3 blocks (¼ mile) of the worksite?

☒ yes, free public or on-street parking

☐ yes, both free & paid parking

☐ yes, paid public parking

☐ no

55 If paid public parking is available what is the average monthly cost per space (optional)?

\$ _____

56 Does your organization subsidize or reimburse employers for other parking arrangements?

☐ yes

☒ no

If yes, what is the average employee subsidy or reimbursement per space?

\$ _____



The following section asks questions about your organization's ETC and CTR and building/campus programs. Please be as specific as possible. Add additional sheets if necessary. Providing cost information on your program is optional. If you provide this information, use monthly cost estimates or averages.

Program Narrative:

57 Describe your current CTR program, highlighting its most important elements (add additional sheets if necessary).

North Seattle Community College is one of three community colleges comprising the Seattle Community College District (SCCD). We are under the direction of a Board of Trustees who set fees, fines and procedures for the entire district. The SCCD has a combined CRT effort with uniform policies and procedures for implementing the CRT. SCCD uses some of the parking revenue and proceeds from the \$10 TMP fee to fund the major elements of the program.

The SCCD offers fully subsidized GOPASS Metro bus passes to those employees who are 50% or more FTE. We charge a graduating fee for parking which is tied to the number of hours worked ranging from \$23 - \$117 per quarter. We offer incentives in the form of Commuter Bonus Vouchers to employees and students who meeting the minimum standards for our CRT and participate in our carpool, vanpool, walker or biker programs. The incentives, \$35 per quarter in vouchers good at several local business and the campus bookstore, are offered to those students and staff who bike, walk or carpool to work. **Vanpool participants receive a \$58 per month subsidy.** Free-ride-home transportation is arranged through a local cab company for those who carpool and find themselves without ride (medical, family, transportation related incident).

Parking at NSCC is strictly enforced. Vehicles without a valid district issued permit are subject to a \$10 fine.

North Seattle Community College operates six days per week and employees are on campus up to 24 hours per day (Tuesday – Friday) and classes are scheduled from 6 AM to 10 PM M-Saturday). We have approximately 628 employees and several hundred more “work-study students” who do work-study in their field of education. The statistical break down is as follows: 106 full-time faculty, 309 Part-time faculty, 17 non-teaching faculty, 50 administrators and 146 classified employees. Because of the varied class schedule, many employees work split shifts and have work hours outside the normal commute pattern. Students and employees are encouraged to participate in the CRT program elements and students (10 credits or more) receive the same \$35 bonus vouchers as employees for their participation in carpooling, walking and biking programs. Students do receive a subsidy for Metro Bus passes but pay an average of \$50 - \$75 per quarter depending any grants received from various sources.

Worksite Name: _____ ID Number: _____

ETC Information:

Required Element: State law requires your organization to appoint an employee transportation coordinator (ETC) and prominently post the ETC's name, location and phone number for your employees. Some local ordinances have additional requirements.

58 Is the ETC's name, location and telephone number prominently displayed at this worksite? X ☐ yes ☐ no
Where? In the security office and the TMP information board in the cafeteria

59 Has the ETC completed a program developer/ETC training course? ☐ yes X ☐ no

60 Has the ETC completed any additional CTR training? ☐ yes X ☐ no
If yes, identify training: _____

61 Is the ETC located at this worksite? X ☐ yes ☐ no

62 What month and year did this person begin serving as an ETC? Month: September Year: 2001

63 On average, how many hours per week does the ETC spend on CTR activities? Varies up to 20 hours

64 Is the ETC serving more than one worksite? ☐ yes X ☐ no

65 Does the ETC have an active worksite committee to assist with the CTR program? X ☐ yes ☐ no
If yes, how many members? # of members 13

Program Information and Promotion:

Required Element: State law requires your organization to distribute information at least once a year to employees regarding alternatives to single-occupant-vehicle commuting. Some local ordinances may have specific requirements for program information distribution. In the space provided below, list what program elements you actually undertook during the last 12 months, and what program elements you plan to undertake during the next 12 months.

	Do you do this?		How often?	
	If yes, describe how this is done (attach materials/samples if necessary)		within last 12 months	next 12 months
66 Distribute program summary information to employees	X <input type="checkbox"/> yes <input type="checkbox"/> no		<u>5</u>	<u>5</u>
67 Provide information about the worksite CTR program during new employee orientations or in hiring packets?	X <input type="checkbox"/> yes <input type="checkbox"/> no		<u>12</u>	<u>12</u>

Do you do this?		How often?	
		within last 12 months	next 12 months

- 68 Post CTR promotional materials for employees?
- 69 Give CTR presentations for managers?
- 70 Give CTR presentations for employees?
- 71 Conduct transportation events and/or participate in county/state CTR promotions/campaigns for the purpose of promoting your CTR program?
- 72 Send electronic mail messages about the CTR program?

X <input type="checkbox"/> yes <input type="checkbox"/> no	5	5
X <input type="checkbox"/> yes <input type="checkbox"/> no	2	2
X <input type="checkbox"/> yes <input type="checkbox"/> no	2	2
X <input type="checkbox"/> yes <input type="checkbox"/> no	4	4
X <input type="checkbox"/> yes <input type="checkbox"/> no	12	12

Worksite Name: _____ ID Number: _____

Program Information and Promotion Continued:

- 73 Publish CTR articles in employee newsletters?
- 74 Distribute CTR information with employee paychecks?
- 75 Provide paid leave for exemplary CTR employees?
- 76 Distribute ridematch applications? If you use this program element, do you distribute applications to:
☐ all employees X ☐ only employees interested in ridematch
- 77 Other: _____

Do you do this?	How often?	
	within last 12 months	next 12 months
<input type="checkbox"/> yes X <input type="checkbox"/> no	_____	_____
<input type="checkbox"/> yes X <input type="checkbox"/> no	_____	_____
<input type="checkbox"/> yes X <input type="checkbox"/> no	_____	_____
X <input type="checkbox"/> yes <input type="checkbox"/> no	12	12
<input type="checkbox"/> yes <input type="checkbox"/> no	_____	_____

Building Transportation Coordinator:

Required Element: The City TMP requires your organization to appoint a Building Transportation Coordinator (BTC).

77 A. Where is the name/phone of BTC displayed _____ Safety and Security Office and Transportation board _____

Distribution of building/campus program information:
 Attach a printed piece from each activity below that was implemented.

77 B. Do you provide HOV commute information for tenants? ☐ yes X ☐ no

77 C. If yes, what types of commute information and how often are they distributed?

77 D. Last transportation fair held: _____ Held in conjunction with campus wide information fairs held every quarter, last one Jan 2-5th 2002

Site Amenities and Characteristics:

Required Element: State law requires your organization to implement a set of measures designed to achieve Commute Trip Reduction goals. Your program must include at least one element. Some local ordinances may have other requirements. Please fill in the required information for only those program elements included in your CTR program.

	Do you do offer?	Existing Element		Plan to add within next 12 months
		number	start year	anticipated changes
78 Commuter information centers	X yes <input type="checkbox"/> no	3	3	0
79 Covered spaces for bicycles 79 A. Location: _Garage and covered walkways	X yes <input type="checkbox"/> no	40	30	0
80 Uncovered spaces for bicycles 80 A. Location: _____	<input type="checkbox"/> yes X no			0
81 Clothes lockers	X yes <input type="checkbox"/> no	80	80	0
82 Showers	X yes <input type="checkbox"/> no	15	15	0
83 On-site loading/unloading zones or shelters for non-SOVs	X yes <input type="checkbox"/> no	4	4	0

Worksite Name: _____ ID Number: _____

Site Amenities and Characteristics Continued:

	Do you do offer?	Existing Element		Plan to add within next 12 months
		number	start year	anticipated changes
84 Other: _____	<input type="checkbox"/> yes <input type="checkbox"/> no			

84 A. Building(s) gross sq. footage _____ 791,068 _____

84 B. Percentage of building/campus leased _____

84 C. # tenant companies* _____ 1 _____

85 D. Total # site occupants/ employees _____ 0 _____

*If site has tenant companies, attach a list with the following information for each tenant company: company name, number of employees, number of parking spaces in lease, contact name.

Parking Management:

Identify all parking management techniques your organization currently uses or plans to use to support your CTR program. Indicate the number of parking spaces set aside or reduced. Provide parking cost information on a monthly, charge-per-space basis.

	Monthly Charge	Existing Element		Plan to Add Within Next 12 Months
	per space	number	start year	anticipated changes
85 Reserved or priority parking for carpools?	\$12	134	134	0

86 Reserved or priority parking spaces for vanpools?

87 Parking charge for SOVs? How many spaces?

\$12	As needed	As needed	
\$45-110 per quarter	1300	1300	0

88 How many SOV spaces were eliminated?

Eliminated This Year	Plan to Eliminate Within Next 12 Months
0	0

89 Briefly explain how you manage and monitor your worksite parking program. If this organization does not provide any parking for employees, please indicate that in this space.

The CRT was managed for nine years by a 32 hour per week Secretary Supervisor until September 2001 when that employee left the college. From 9/01 to the presents it has been managed by the Manager of Safety and Security with assistance from work-study students and part-time hourly students. There are plans to replace the supplant the secretary supervisor position with a 40 hour per week program assistant who will take over the day-to-day administration of the program. Training will be arranged as soon as the position is filled.

NSCC security officers enforce all WAC related parking rules and permit requirements. TMP and Security staff make unscheduled inspections of all carpool lot entrances to ensure complinace. TMP personnel make unscheduled inspections of all bike racks to ensure compliance with bike commuter vouchers. Van pool participants are required to submit reciepts to verify their participation. Carpool, walker and biker programs have very specific requirements and participants must verify all information contained in the quarterly applications. Applications are throughly checked for accuracy and completion before vouchers or permits are issued.

Worksite Name: _____ ID Number: _____

Financial Subsidies:

Identify the average monthly subsidies offered to employees at this worksite, and the average number of employees participating per month.

		Existing Element			Plan to Add Within Next 12 Months	
		Do you offer?	Average monthly subsidy per employee	Average number of employees participating per month	start year	anticipated changes
90	Transit (bus) subsidy	X <input type="checkbox"/> yes <input type="checkbox"/> no	\$45	200	?	?
90 A.	Transit (bus) subsidy provided by building/campus	X <input type="checkbox"/> yes <input type="checkbox"/> no	\$45	200		
91	Ferry subsidy	X <input type="checkbox"/> yes <input type="checkbox"/> no	\$45	0		
92	Vanpool subsidy	x <input type="checkbox"/> yes <input type="checkbox"/> no	\$58	1	0	
93	Carpool subsidy	x <input type="checkbox"/> yes <input type="checkbox"/> no	\$35	30	?	
94	Walking subsidy	X <input type="checkbox"/> yes <input type="checkbox"/> no	\$12	1		
95	Bicycling subsidy	X <input type="checkbox"/> yes <input type="checkbox"/> no	\$12	1		
96	Other: _____	<input type="checkbox"/> yes <input type="checkbox"/> no	\$			

- 97 Has this employer received B&O or utility tax credit for ridesharing subsidies? x ☒ yes ☐ no
- 98 Do you provide a general transportation allowance/stipend to all employees? ☐ yes X ☒ no
- If yes, how much per month \$ _____
- 99 Do you allow employees to set aside a portion of their pre-tax income for the purpose of purchasing a transit or vanpool pass? ☐ yes X ☒ no
- If yes, what is the average number of employees participating in this program per month? _____

Other Financial Incentives or Allowances:

Identify other incentives or allowances offered to employees at this worksite. For example, if the worksite offers quarterly prize drawings for employees who commute in non-SOV modes, that information should be listed below.

Existing Element			Plan to Add Within Next 12 Months
amount received	description	start	anticipated

		per employee		year	changes
100 other: (please identify)	Vouchers included above				
101 other: (please identify)					
102 other: (please identify)					

Worksite Name: _____ ID Number: _____

Work Schedules, Teleworking and Shift Changes:

Compressed Work Week

103 Identify compressed work week schedules used to support your CTR program.

Schedule	Existing Element		Plan to Add Within Next 12 Months
days/hours	# of employees participating	start year	anticipated changes
3/36			
4/40	3	?	
9/80	1	?	
other			

Identify "other": _____

Flex Time:

104 Does your organization allow employees to vary their schedules in order to meet carpool, vanpool, bus schedules, etc.? ☒ yes ☐ no

105 Describe this worksite's flex-time program or policy: _____ Employees may adjust work schedule per Governors proclamation

106 Estimate the number of employees participating in flex-time program:	Existing Element		Plan to Add Within Next 12 Months
	# of employees participating	start year	anticipated changes
	Unknown at this time if any		

Teleworking:

107 Does your organization allow employees to eliminate a commute trip by working at home, a telework center, or satellite office at least one day every other week? ☐ yes ☒ no

108 Describe this worksite's teleworking program or policy: _____

109 Identify number of employees participating in teleworking program:

Existing Element		Plan to Add Within Next 12 Months
# of employees participating	start year	anticipated changes

Worksite Name: _____ ID Number: _____

Schedule Changes:

110 Did your organization modify work schedules so that some or all employees who formerly arrived at work between 6 and 9 a.m. are now scheduled to begin work outside the 6 to 9 a.m. peak commute window? ☐ yes ☒ no (skip to question 113)

If yes, when did the shift change(s) occur? _____

If yes, how many employees' schedules were changed? _____

111 Was the shift change identified as an element of the worksite's approved CTR program for a previous year? ☐ yes ☐ no

If yes, in what year(s) was this a CTR program element? _____

112 Did the shift change occur because of impacts directly associated with the Growth Management Act of 1990? ☐ yes ☐ no

If yes, explain: _____

113 Do you plan to modify some or all employees' work schedules within the next 12 months? ☐ yes ☒ no If yes, please explain:

Special Programs:

Existing Element			Plan to Add Within Next 12 Months
Do you offer?	# of employees participating	start year	anticipated changes

114 Employer-provided shuttle or custom bus or van	X yes <input type="checkbox"/> no	45		
115 Employer-managed guaranteed ride home program	X yes <input type="checkbox"/> no	2		
115 A Guaranteed ride home offered by building/campus	<input type="checkbox"/> yes X no			
116 Guaranteed ride home program managed by jurisdiction or transit agency	X yes <input type="checkbox"/> no	0		
117 Public agency ridematch service	X yes <input type="checkbox"/> no			
118 Other: _____	<input type="checkbox"/> yes <input type="checkbox"/> no			
119 Does your organization participate in a Transportation Management Association (TMA) or ETC network group?		X yes, which one? <u>Northgate Network</u> <input type="checkbox"/> no		

Worksite Name: North Seattle CC **ID Number:** _____

Special Programs Continued:

120 As part of your CTR program, are company fleet vehicles available to your employees? X yes ☐ no

If yes, indicate which of the following elements these vehicles support?

- (a) guaranteed ride home
- (b) vanpooling
- (c) carpooling
- (d) work-related business trips
- (e) non-work-related errands

Existing Element			Plan to Add Within Next 12 Months
Do you offer?	# of employees using	start year	anticipated changes
X no	_____	_____	_____
X No	_____	_____	_____
X no	_____	_____	_____
X No	_____	_____	_____
X no	_____	_____	_____

Other CTR Activities or Program Elements:

If your organization conducts or plans to conduct other CTR activities that are not covered in this report, please describe these activities below or attach additional sheets if necessary. Your description should include the number or projected number of participating employees and the actual or projected start dates.

Worksite Name: _____ ID Number: _____

Report Preparation:

121 Identify the individual(s) responsible for completing this Employer Annual Report & Program Description.

☒ employee transportation coordinator

☐ other: _____

If other, please provide the following information:

Jeff Caldwell	Manager – Safety and Security
122 name	123 title
North Seattle Community College	
124 organization	
9600 College Way North	
125 mailing address	
Seattle	Washington
	98103
126 city	127 state
206-527-3646	206-527-3652
	Jcaldwel@sccd.ctc.edu
129 telephone	130 fax
	131 e-mail address

Employer Commitment:

I understand that our worksite is required by the Seattle
City/County of to submit this *Employer Annual Report & Program Description* and to implement the
program described herein. These actions comply with Washington State’s Commute Trip Reduction Law.
I am aware that the goal of this program is to reduce our employees’ drive-alone travel to this worksite.

I have reviewed this document and I commit to the implementation of all the elements listed here and
submitted for your approval. I will ensure that the jurisdiction is notified if information in this document
changes.

133 date

135 title

139 e-mail